

# Retention and Classification Report

**Agency:** Nebo School District (Utah). Department of Personnel (1533)

350 South Main  
Spanish Fork, UT 84660  
801-354-7414

**Records Officer** Ann Anderson

83968 Career ladder project files

**AGENCY:** Nebo School District (Utah). Department of Personnel

**SERIES:** 83968

3

**TITLE:** Career ladder project files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name of teacher

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These files document the promotion process under the career ladder program. Teachers submit two copies of an application for promotion to the personnel office. A committee reviews the applications and determines whether a promotion is warranted. Each file contains: an administrator's and a principal's report, a report on student achievement, a student's survey, and parent's survey.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after promotion is granted or denied and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the department.

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